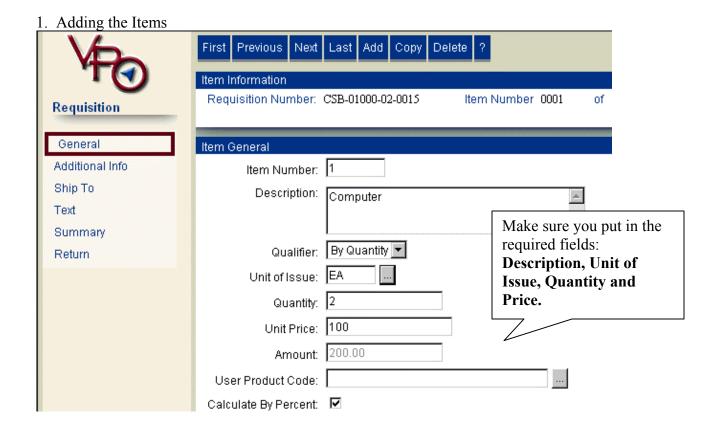
Multiple Shipping Addresses (Where to split the quantity when we are adding 2 shipping addresses)

This manual skips to the point in a FULL REQUISITION where we are adding the line items and getting ready to work on the shipping information.



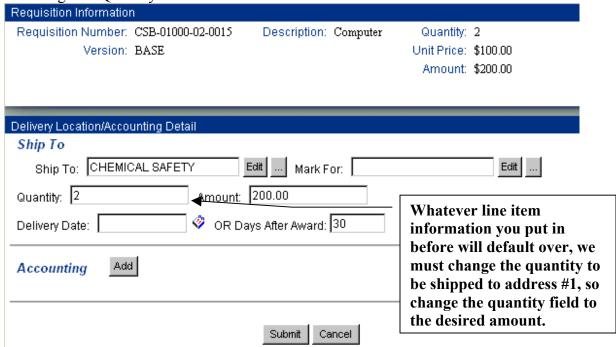
At this point we have already filled out the information at the Main header level and we have clicked "Add" to put this first line item on the requisition. *Once you have put in the required information go to the next page of this manual.*

2. Ship To Home Screen

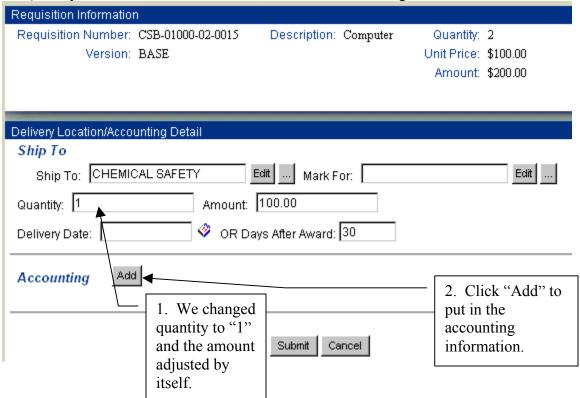


Once you click "Add" go to the next page of this manual.

3. Change the Quantity

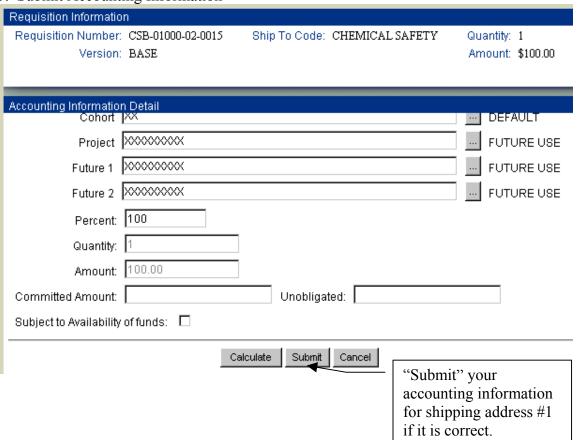


4. Quantity and Amount is recalculated, Now Add Accounting

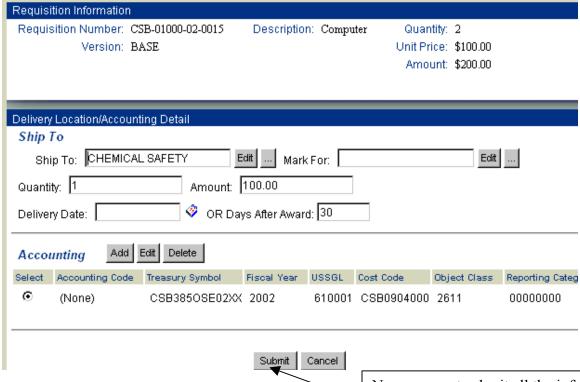


Once you click "Add" go to the next page of this manual.

5. Submit Accounting Information



6. Submit the First Shipping Address

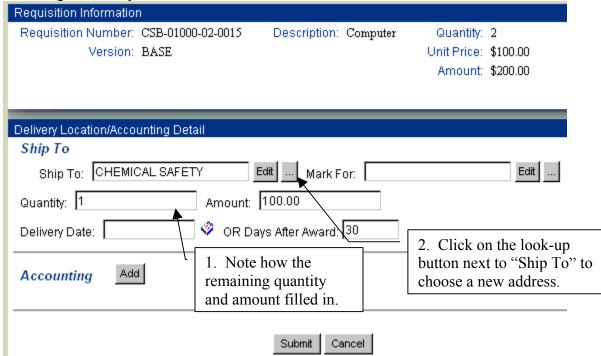


Now we must submit all the information for shipping address #1 on this line item. *After you "Submit" go to the next page.*

7. Add Second Shipping Address



8. Change the "Ship To" Address

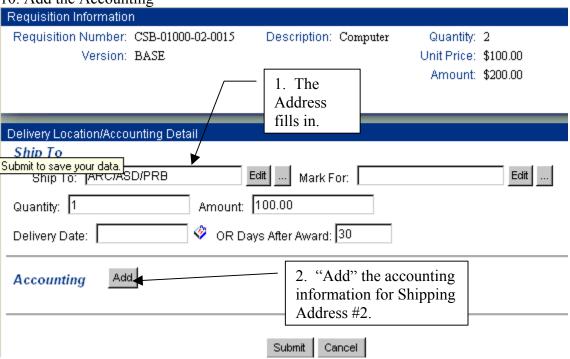


Once you click the look-up button go to the next page of this manual.

9. Look Up Address

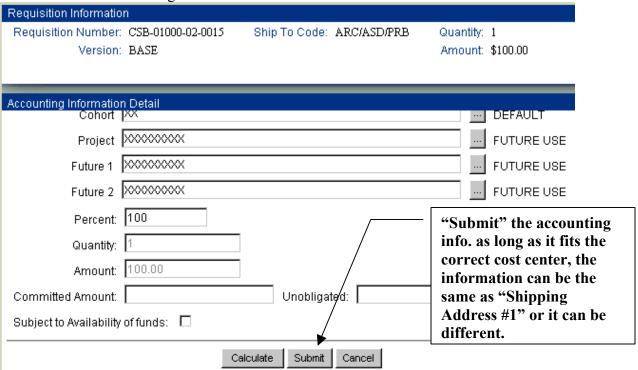


10. Add the Accounting

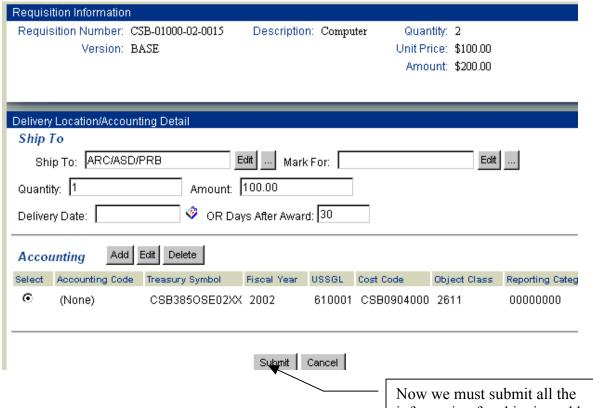


Once you click "Add" go to the next page of this manual.

11. Submit the Accounting info

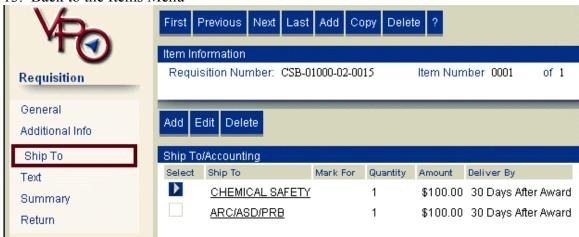


12. Submit the Information



Now we must submit all the information for shipping address #2 on this line item. *After you "Submit" go to the next page*

13. Back to the Items Menu



The 2 shipping addresses pictured above are for one line item. Now you merely proceed to finish the requisition, by adding vendors, attachments, validating, and routing. These are explained in other manuals.